

# REQUEST FOR PROPOSALS

Nevada Nonpoint Source

319(h) Management Program



Guidance Document

And

Application Instructions

September 2002

**Nevada Nonpoint Source Management Program**  
**Request for Proposals**  
**(Also available at <http://ndep.state.nv.us/admin/new.htm>)**

The Nevada Nonpoint Source Management Program is seeking proposals from public agencies, educational institutions and nonprofit organizations to address nonpoint sources of pollution in Nevada. Approximately \$1.5 million are available for projects aimed at reducing, controlling and preventing nonpoint source (NPS) pollution, with the ultimate goal of improving water quality.

**Eligible Activities:**

- Implementation of Best Management Practices (BMPs), particularly in priority watersheds<sup>(1)</sup> or other waterbodies that support existing or planned Total Maximum Daily Loads (TMDLs)<sup>(2)</sup>;
- Assessments to support TMDL development for 303(d) listed waters<sup>(2)</sup>;
- Projects that protect waters currently not impaired by nonpoint source pollution;
- Monitoring and assessments that support an on-the-ground project;
- Education projects that raise the level of public awareness about NPS pollution, its effect on water quality and associated controls;
- Training and technical assistance to provide land users with information regarding BMPs, including installation and maintenance;
- Projects which demonstrate new and innovative BMP technology;
- Development and implementation of comprehensive watershed management plans.

**NOTE:** Activities required by a National Pollutant Discharge Elimination System (NPDES) or Stormwater permit are not eligible for 319 funding.

**Non-Federal Match Requirement:**

All projects must include non-federal matching funds of at least 50% of the total project costs. For example, if the total project cost is \$50,000 then a maximum \$25,000 in Section 319 funds may be requested; \$25,000 non-federal cash and/or in-kind match must be provided.

(1) Priority watersheds as identified in the Nevada Nonpoint Source Management Plan include the Truckee, Carson, Walker and Humboldt River Basins, Lake Tahoe Basin and the Las Vegas Wash.

(2) Existing TMDLs and listed waters are contained in the 2002 Draft 303(d) List released for public comment on July 1, 2002. The final list containing a TMDL revision/development schedule will be submitted to EPA for approval on October 1, 2002. The list is available online at: <http://ndep.state.nv.us/bwqp/303dlist.htm>

## **Evaluation Criteria:**

The following criteria will be considered during evaluation and ranking of the proposals.

- 1. Demonstration of water quality benefit** – Project addresses a significant erosion and/or water quality problem, or provides protection for waters currently not impaired by NPS pollution; proposal documents pollutant(s) of concern and clearly describes how project will improve or preserve water quality.
- 2. State priority** – Project supports an existing watershed management plan or existing or planned TMDL.
- 3. Interagency coordination** – Proposal clearly defines level of commitment from cooperating agencies and if appropriate, outlines responsibilities of each.
- 4. Demonstration of implementation project maintenance** – Proposal includes a schedule that outlines strategies to maintain the project for its useful life.
- 5. Monitoring component** -- Proposal describes appropriate methods for evaluating effectiveness toward meeting the goals and objectives of the project (e.g. photopoints, channel cross-sections measured over time, before/after surveys, etc). (NOTE: Collection of water quality data will require a Quality Assurance Program Plan (QAPP); the QAPP does not need to be completed prior to submission of the application).
- 6. Public education and participation** –Public education/outreach proposals identify the target audience and outline effective outreach methods and measures of success. Implementation proposals include specific efforts to educate the public about the project and transfer technology to potential users.
- 7. Project cost effectiveness** -- Proposal minimizes administrative, overhead and indirect costs, and equipment purchases.
- 8. Satisfactory past performance of the applicant** – Performance on previous Section 319(h) projects, such as timeliness and accuracy of reports and invoices or failure to satisfy all contract requirements will be considered.
- 9. Quality and completeness of the proposal, including conformance to the instructions contained in this RFP.**

## **Selection Process Schedule**

Application/Proposal Due Date	November 15, 2002
NDEP/USEPA Region IX Review & Selection	December 31, 2002
Applicant Notification	January 15, 2003

NPS Program staff may contact applicants for further information or to request a project site visit during the review process.

## **Submittal Instructions**

Applications must be received by 5:00 p.m., November 15, 2002.

Hard copy or electronic applications may be submitted.

### **Hard Copy Instructions:**

Submit 5 hard copies of the complete application to:

Nevada Nonpoint Source Program  
Nevada Division of Environmental Protection  
Bureau of Water Quality Planning  
333 W. Nye Lane, Suite 138  
Carson City, NV 89706-0851

### **Electronic Instructions:**

Submit electronic application in Word or WordPerfect (not PDF) to one of the email addresses listed below. (Note: If site maps are not available in electronic format, it will be necessary to submit 5 hard copy original maps.)

Jean Stone	(775-687-9456)	<a href="mailto:jstone@ndep.state.nv.us">jstone@ndep.state.nv.us</a>
Mary Kay Riedl	(775-687-9454)	<a href="mailto:mrriedl@ndep.state.nv.us">mrriedl@ndep.state.nv.us</a>
Jason Kuchnicki	(775-687-9450)	<a href="mailto:jkuchnic@ndep.state.nv.us">jkuchnic@ndep.state.nv.us</a>
Kathy Sertic	(775-687-9455)	<a href="mailto:ksertic@ndep.state.nv.us">ksertic@ndep.state.nv.us</a>

Please contact the Nevada Nonpoint Source Program staff if you have any questions concerning the application, or would like to discuss project ideas (particularly if there are any questions regarding project eligibility).

## **Proposal Cover Page**

- 1. Project Title:** Be succinct; clearly identify the type of project.
- 2. Lead Agency:** State the name of the entity that will be entering into the legal contract.
- 3. Primary Contact:** Provide the name, title and address of the person overseeing the project.
- 4. Project Location:** Identify the watershed and the affected waterbody(ies). Use Attachment A (pages 8 and 9) to identify the hydrologic unit code (HUC) for the project area. Provide latitude and longitude if available.
- 5. Project Summary:** In 150 words or less, provide a brief description of the project. Include the water quality problem, the project goal and objectives, and activities to address the problem.
- 6. Anticipated Start and Completion Dates.**
- 7. Fiscal Summary:** Provide total project cost, 319 funds and non-federal match.
- 8. Project Partners:** Provide information for any partners involved with the project, including primary contact information (street and email addresses, phone and fax numbers). Attach letters of support.

## **Scope of Work (Workplan)**

- 1. Introduction/Background:** Provide a succinct description of the water quality problem to be addressed by the project:
  - Identify the NPS pollutant(s), the source(s) of concern and extent of the problem;
  - Summarize and reference any data that documents the problem;
  - Provide watershed information such as land use, human activities, ecosystem characteristics;
  - Describe how project supports an existing or planned watershed plan or TMDL;
  - Provide a site map that clearly delineates the project area.
- 2. Goals and Objectives:** Explain the overall goal and objectives of the project.

### **EXAMPLE:**

- **Project Goal** – Repair condition of riparian corridor to ultimately improve water quality and biological health of river system.
- **Project Objectives**
  - Lay back and revegetate 1000 feet of incised riverbank using bioengineering methods;
  - Sponsor two community workdays to plant willows and cottonwoods.

### **3. Project Description and Methods:**

- Describe the tasks to be completed;
- Detail the methods used to accomplish all project tasks (e.g. – specific bioengineering practices);
- State the specific roles and responsibilities of all organizations or agencies involved;
- Describe how the public will be involved in or made aware of the project;
- Clarify how the project will be continued or maintained upon expiration of the grant.

**4. Measures of Success:** Identify indices or parameters that will be used to gauge project success over time and describe how these will be monitored.

### **5. Deliverables:**

- project designs (engineering blueprints or schematics);
- monitoring and quality assurance plans;
- quarterly reports and invoices;
- educational materials, training or technology transfer materials and presentations;
- final report.

**6. Contingency plan:** Describe alternative actions if project cannot be completed as originally proposed.

**7. Project Timeline:** Identify key dates, such as project start and completion dates, project planning activities, construction activities, deliverables, field days, and workshops.

**8. References:** In alphabetical order, list citations for statements of fact included in the application/proposal. Copies of the reference documents may be requested.

## **Project Budget**

The overall project budget must distinguish between 319 reimbursable expenses and non-federal match funds. In addition, separate budgets must be provided for cash versus in-kind match.

**Cash match**, as defined by 40 CFR 31.3, consists of “the grantee’s cash outlay, including the outlay of money contributed to the grantee or subgrantee by other public agencies and institutions, and private organizations and individuals.”

**In-kind match** is any donation of time, equipment, supplies, etc., where no actual cash changes hands between the grantee and the non-federal donating organization (e.g. - Boy Scout Troops donate 8 hours to plant seedlings; a company or landowner donates x amount of fence material to the project).

For establishing the value of in-kind services, the NPS Program uses the following:

- The current **Prevailing Wage Rates for Counties** published by the State Labor Commission for construction and other types of labor.
- The local Farm Services Agency (FSA) cost share rates for equipment time (hourly or daily rates) OR the lowest of three estimates from local rental companies or contractors.

- The **1997 Nevada Occupational Employment and Wage Data**, Nevada Department of Employment, Training and Rehabilitation.

Itemize total costs by category as listed below (see Example Budget on page 9).

**1. Salaries:**

- List the position title and base salary rate for wage-earning personnel
- Salary rates (excluding fringe benefits and indirect costs) cannot exceed the federal GS-18 rate

**2. Fringe Benefits:** % of Salary

**3. Indirect Cost (IDC):** Charges are available only to entities that have a negotiated IDC rate with their cognizant agency.

**4. Overhead:**

- Itemize the specific costs included in the overhead rate
- Costs associated with the following are unallowable:
  - entertainment
  - debt
  - finance charges
  - interest
  - lobbying expenses and political contributions
  - legal and professional services
  - staff or client relations and/or development

**5. Travel:** Costs cannot exceed state-approved per diem and mileage rates.

**6. Operating:** Itemize expenses such as equipment rental, printing, postage, telephone, film developing, lab or field supplies, permit fees, etc.

**7. Equipment:** List tangible equipment (e.g. – computer, pump, etc.) costing more than \$500.

**8. Subcontract:** All conditions described above apply to any subcontract.

### Example Project Budget

Category	Total Project Budget	319(h) Reimbursable	Cash Match	In-Kind Match
Salary	\$20,000.00	\$10,000.00	\$7,000.00	\$3,000.00
Fringe Benefits	\$4,250.00	\$2,500.00	\$1,750.00	
Indirect Cost	\$2,125.00	\$1,250.00	\$875.00	
Travel	\$500.00	\$250.00	\$250.00	
Operating	\$1,125.00	\$500.00	\$250.00	\$375.00
Equipment	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Subcontract	\$20,000.00	\$10,500.00	\$9,500.00	
<b>Total</b>	<b>\$50,000.00</b>	<b>\$25,000.00</b>	<b>\$19,625.00</b>	<b>\$5,375.00</b>

### 319(h) Budget Detail

<u>Salaries</u>	<u>Hourly Rate</u>
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Manager	\$25.00
Foreman	\$15.00
Administrative Assistant	\$12.00

#### Fringe Benefits

25% of salaries

#### Indirect Cost

10% of salaries

<u>Travel</u>	<u>Rate</u>
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Per diem	Current State rate
Vehicle Mileage	Current State rate
Air Fare	Actual cost

<u>Operating</u>	<u>Rate</u>
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Printing	Actual cost
Postage	Actual cost
Supplies/Materials	Actual cost

<u>Subcontract</u>	<u>Cost</u>
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Engineering work	\$10,500.00
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### **Cash Match Budget Detail**

<b>Salaries</b>	<b>Hourly Rate</b>
Manager	\$25.00
Foreman	\$15.00
Administrative Assistant	\$12.00
<b><u>Fringe Benefits</u></b>	
25% of salaries	
<b><u>Indirect Cost</u></b>	
10% of salaries	
<b><u>Travel</u></b>	<b><u>Rate</u></b>
Per diem	Current State rate
Vehicle Mileage	Current State rate
Air Fare	Actual cost
<b><u>Operating</u></b>	<b><u>Rate</u></b>
Printing	Actual cost
Postage	Actual cost
Supplies/Materials	Actual cost
<b><u>Subcontract</u></b>	<b><u>Cost</u></b>
Engineering work	\$9,500.00

### **In-Kind Match Budget Detail**

<b>Salaries</b>	<b>Hourly Rate</b>
Landowner or other volunteers	(Justify proposed rate)
<b><u>Operating</u></b>	<b><u>Rate</u></b>
Willow and cottonwood poles	(Justify proposed rate)
<b><u>Equipment</u></b>	<b><u>Rate</u></b>
Backhoe	FSA rate

**NEVADA**

**8-Digit  
Hydrologic Units**

N  
W E S

River  
Lake  
Hydrologic unit

0 30 60 90 120 Kilometers

## 10

## Nevada 8 Digit Hydrologic Units

HUC#	Catalog Name
15010005	Lake Mead
15010006	Grand Wash
15010010	Lower Virgin
15010011	White
15010012	Muddy
15010013	Meadow Valley Wash
15010015	Las Vegas Wash
15030101	Havasu-Mohave Lakes
15030102	Paiute Wash
16020301	Hamlin-Snake Valleys
16020306	Southern Great Salt Lake Desert
16020307	Pilot-Thousand Springs
16020308	Northern Great Salt Lake Desert
16030006	Escalante Desert
16040101	Upper Humboldt
16040102	North Fork Humboldt
16040103	South Fork Humboldt
16040104	Pine
16040105	Middle Humboldt
16040106	Rock
16040107	Reese
16040108	Lower Humboldt
16040109	Little Humboldt
16040201	Upper Quinn
16040202	Lower Quinn
16040203	Smoke Creek Desert
16040204	Massacre Lake
16040205	Thousand-Virgin
16050101	Lake Tahoe
16050102	Truckee
16050103	Pyramid-Winnemucca Lakes
16050104	Granite Springs Valley
16050201	Upper Carson
16050202	Middle Carson
16050203	Lower Carson
16050301	East Walker

HUC#	Catalog Name
16050302	West Walker
16050303	Walker
16050304	Walker Lake
16060001	Dixie Valley
16060002	Gabbs Valley
16060003	Southern Big Smokey Valley
16060004	Northern Big Smokey Valley
16060005	Diamond-Monitor Valley
16060006	Little Smoky-Newark Valley
16060007	Long-Ruby Valleys
16060008	Spring-Steptoe Valleys
16060009	Dry Lake Valley
16060010	Fish Lake-Soda Springs Valleys
16060011	Ralston-Stone Cabin Valleys
16060012	Hot Creek-Railroad Valleys
16060013	Cactus-Sarcobatus Flats
16060014	Sand Spring-Tikaboo Valleys
16060015	Ivanpah-Pahrump Valleys
17040211	Goose
17040213	Salmon Falls
17050102	Bruneau
17050104	Upper Owyhee
17050105	South Fork Owyhee
17050106	East Little Owyhee
17050107	Middle Owyhee
17120007	Warner Lakes
17120008	Guano
17120009	Alvord Lake
18080001	Surprise Valley
18080002	Madeline Plains
18080003	Honey-Eagle Lakes
18090101	Mono Lake
18090102	Crowley Lake
18090201	Eureka-Saline Valleys
18090202	Upper Amargosa
18090203	Death Valley-Lower Amargosa